

## EMERGENCY RESPONSE PROCEDURES

On the reverse of this Safetygram is an outline of the current procedures to follow in various types of emergency situations. Please become familiar with this information so that the proper response occurs without hesitation. Also, please post this information in your work area and/or near the telephone. This simple reminder will help you to focus on the necessary action during the confusion that may accompany an actual emergency.

More detailed information on emergency response at the NCI-Frederick is contained in Chapter B-1 of EHS's *Health, Safety, and Environmental Compliance Program Manual*. To access this information, go to the NCI-Frederick Employee Home Page at

<http://web.ncifcrf.gov/>

and click on "Safety and Environmental Protection Program", in the campus resource section. On this screen, click on the d by "Useful Documents and Information". The emergency procedures are located by clicking on "Compliance Program Manual." The Table of Contents for the Health, Safety, and Environmental Compliance Manual will be displayed. Chapter B-1, "Emergency Management Plan", contains detailed procedures for various types of emergency situations.

Please review these procedures as well as the other information found throughout the *Manual* that may apply to your operations at the NCI-Frederick. If you have any questions, please call EHS at X1451.

# EMERGENCY PROCEDURES

## Emergency Telephone Numbers

Dial "**1410**" Fire only.

Dial "**911**" All other emergencies.

## Fire

1. Notify personnel in immediate area by shouting "FIRE!"
2. Evacuate immediate area.
3. Activate Fire Alarm.
4. Dial emergency number (1410).
5. Do not attempt to control a fire without appropriate training.

## Medical

1. Do not move victim (except for safety reasons).
2. Dial emergency number (911).

## Hazardous Material Event

1. Evacuate and secure immediate area.
2. Dial emergency number (911).
3. Do not attempt to clean up a spill without appropriate training.

## Facility Evacuation Signal - Fire Alarm

1. Report to the designated assembly area(s).
2. Contact your Supervisor or Safety (X1451) if you are not familiar with the assembly area location(s) for your building.